1. The Army Stationing and Installation Plan (ASIP) is the official Department of the Army database that reflects the authorized planning population for Army Installations. ASIP data is used by HQDA as a basis for all planning and resource development systems and is used to indicate ownership or occupation of facilities in the Integrated Facilities System, develop population based service requirements in the Installation Status Report and Service Based Costing (ISR/SBC), develop facilities allowances in the Real Property Planning and Analysis System (RPLANS), and to describe installation population in the DD1390 Military Construction (MILCON) request system. Accuracy of the ASIP data is important because it feeds into the processes and the decision-making tools we are using to make important decisions. In light of the current pace of change due to modularity and other initiatives it is vital that the ASIP receive a comprehensive review in 2005.

2. The ASIP is officially updated once a year and the process that leads to the 2005 update starts on 1 April 2005. Installations may update ASIP data during two edit windows in 2005. All supporting documentation will be available on the ASIP website, http:/asip.hqda.pentagon.mil on 1 April 2005. As was required in 2004, certification of the 2005 ASIP data will be required after the second edit window closes. Further guidance regarding certification of ASIP data will be forwarded prior to that time.

    a. The first edit window will open on 1 April 2005 and closes for Installations on 1 June 2005. The second edit window will open approximately two to four weeks following the Army G3 force structure lock which is scheduled on 3 June 2005, with the distribution of the related SAMAS and TAADS files on 17 June 2005. Assuming the structure lock occurs as scheduled we anticipate the second edit window will begin 15 July 2005 and end about 15 August 2005.

    b. The IMA Region/ARNG ASIP managers has already been contacted concerning the 2005 update process and have coordinated training for installation ASIP managers.

    c. The 2005 ASIP user's manual and training presentations are currently available on the ASIP website. This allows installation surveys to start as soon as possible. Additional information on areas of emphasis for each of the edit cycles and details about other reporting changes will be posted to the web site. Most of this is covered in the training.

3. The First Edit Window: Installation ASIP managers should concentrate their efforts on the following priorities:

    a. ASIP managers should concentrate their time on Tenants Other Than Army (TOTA), ensuring that all organizations on Army Installations are accounted for.

        1.) TOTA Full-Time Equivalent (FTE) Calculation: TOTA should be normalized to represent an FTE or 1 year of effort by one person. For example: If a population is present for 6 months of the year and still qualifies for entry in the ASIP, 6/12 or ½ of the population should be entered in the database.

2.) TOTA Shift Calculations: If an organization such as a restaurant concession or contractor operates in shifts, the employee strength of the largest single shift should be reflected in the ASIP. Organizations that do shift work should not reflect total number of employees in the ASIP.

3.) For further clarification and guidance see the OACSIM Memo Subject: Full-Time Equivalent and Shift Calculations in the Army Stationing and Installation Plan (ASIP) posted on our ASIP Download Page.

4.) Overhires should be entered as a Non-Army organization using the Other Government population type and one ASIP record should be created per TDA document that has overhires.

5.) TOTA Supporting Unit Documentation. Review all TOTA "unit" documentation and ensure that the unit descriptions field "UNDES" identifies the supporting unit relationship by having the 6 character Unit Identification Code (UIC) of the installation TDA or MTOE unit entered in the first six characters of the "UNDES" field. Must identify this supporting unit relationship for Overhires and Contractors. Example: TOTA record identifying a civilian authorized TDA Overhire to the Office of Surgeon General TDA UIC is W00LAA. TOTA UIC: !00LAA, TOTA Parent Unit Name ("UNDES" field): W00LAA Office of the Surgeon General – Overhire.

b. ASIP managers should ensure Army units are at the correct installation, disregarding (for the time being) authorized strength. New authorizations data will not be added to the ASIP database until the new locked Army G-3 Master Force (MFORCE) file is integrated in July 2005. Furthermore, ASIP managers should identify undocumented split stationing situations (undocumented derivatives UICs) wherever they exist during the first edit cycle.

c. ASIP managers should check the base composition, ensuring all stations for which they have responsibility for real property and Base Operations (BASOPS) are attributed to the correct base.

d. Transient Loads. ASIP managers should collect transient event information from their installation and submit this information to the ASIP Team NLT 15 June 2005, so the data can be reviewed, analyzed and a derived transient loads can be displayed in the second edit window.

1.) Examples of transient loads are AC transient unit training (field training exercises – FTX, command post exercise - CPX, evaluations, ranges, major exercises, training center rotations), RC training (annual training - AT, inactive duty training - IDT, overseas deployment training - ODT), Army Schools (those courses not captured in ATRRS), and Other Events (other government agencies such as FBI, FEMA or law enforcement that use range facilities).

2.) Provide the following data: description of the event (describe the transient event), start date (arrival date of transient personnel), end date (departure date of transient personnel), number of transient personnel (personnel from off base), event type (TDY, PCS, IDT, AT, FTX, CPX, major exercise, non-Army, training center rotation), type of facilities used (field, ranges, classrooms), station code of the event (STACO), and the source of information (RFMSS, TROUPERS, UTS, TESS, ATRRS, etc).

3.) Transient Information Survey Spreadsheet file. A spreadsheet file is provided for your use to make it easier for you to supply this data, it is available on the ASIP Download Page.

4. IMA Region Directors, the Army Reserve, and the Army National Guard have responsibilities to ensure ASIP updates are completed and certified within the established timelines. The IMA Region, the Army Reserve and Army National Guard ASIP managers are responsible to review all installation input and perform quality control by approving or declining input. IMA Regions, the Army Reserve, and the Army National Guard will set an internal suspense to ensure that adequate progress is made to meet the published dates for closing of the edit windows and the, to be published, certification suspense date.

5. OACSIM POC for this action is Ms. Linda Smith, DAIM-ZS, (703) 604-2442, linda.smith@hqda.army.mil. IMA POC for this action is Mr. Tom Greve, SFIM-PL-S, (703) 602-4492, thomas.Greve@hqda.army.mil. The ASIP Contractor POC is Dan Aloisi, VISTA, (703) 561-4148, dan.aloisi@vistatsi.com.